

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

25 November 1970

To: All Training Officers

AGENCY SPONSORSHIP AT LOCAL COLLEGES & UNIVERSITIES
1971 Spring Semester

25X1A Schedules and procedures for Agency employees being sponsored for part-time academic training at local colleges and universities (Spring Semester 1971) are outlined below. In order to receive a tuition advance, prospective students must follow this schedule. Questions on this composite tuition advance may be directed to OTR/ISS/AIR, extension [REDACTED]

Monday, 28 December 1970: Request for Training at Non-Agency Facility (Form 136) must be in OTR/ISS/AIR, Room 835, 1000 North Glebe Road, before the close of business if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive tuition advances. Employees who submit requests after 28 December will be reimbursed upon submission of a tuition receipt.

Tuesday, 12 January 1971: Tuition advances will be distributed in Room 1-A-13 Headquarters between 1330 and 1530 hours. Instructions for accounting will be included in a briefing sheet.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g. objective, cover status, approving signatures, certification of funds, entrance on duty date, etc).

(Over, please)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

1971 SPRING SEMESTER
SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	29 - 30 Jan	1 Feb
Off Campus (Consult Off-Campus Schedule)	Various	1 Feb
<u>Catholic University</u>	13 - 16 Jan	18 Jan
<u>U.S.D.A. Graduate School</u>	23 - 30 Jan	1 - 5 Feb
<u>George Mason College</u>	1 - 2 Feb	3 Feb
<u>George Washington University</u>		
On Campus	28 - 30 Jan	1 Feb
Off Campus (Consult Off-Campus Schedule)	Various	1 Feb
<u>Georgetown University</u>	18 - 19 Jan	20 Jan
<u>Howard University</u>	4 - 5 Feb	8 Feb
<u>Montgomery College</u>	25 - 27 Jan	1 Feb
Rockville Campus	28 Jan	1 Feb
<u>Northern Virginia Community College</u>	4 - 5 Jan	6 Jan
<u>Prince George's Community College</u>	27 - 28 Jan	1 Feb
<u>University of Maryland</u>		
On Campus	1 - 5 Feb	8 Feb
Evening Session	28,29,30 Jan	8 Feb
Off Campus (Consult Off-Campus Schedule)	Various	
Pentagon	20 - 21 Jan	8 Feb
<u>University of Virginia</u> (Northern Virginia Center)	18 Jan - 3 Feb	8 - 12 Feb

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